

From: [Graham, Phyllis](#)
To: [Fortson, Donald O.](#)
Subject: FW: Responsibilities /Contact List and Point of Contacts for the Fresh Return Initiative
Date: Wednesday, March 30, 2022 2:50:45 PM

As requested.

From: Fortson, Donald O. <Fortson.DonaldO@epa.gov>
Sent: Friday, March 25, 2022 3:50 PM
To: Williams, Patrice <williams.patrice@epa.gov>; Greene, Warren <Greene.Warren@epa.gov>; Adams, Greg <Adams.Greg@epa.gov>; Graham, Phyllis <Graham.Phyllis@epa.gov>; Williams, Patrice <williams.patrice@epa.gov>
Cc: Weeks, Sharon E. <Weeks.Sharon@epa.gov>
Subject: Responsibilities /Contact List and Point of Contacts for the Fresh Return Initiative

One Team

Below is a chart that shows responsibilities for GSA, FESS and Mailroom during the Fresh Return Initiative. Also is a roster for FESS and a list of the Davison's/Office's Point of Contacts . Please be prepared to stay all day on your scheduled day in the office. If for some reason you're unable to make it to the office on your scheduled day, please notify me as soon as possible. If you have any issues, please contact me. A reminder that this tasks will last March 28, 2022 through April 22, 2022. Thanks for all that you do.

Responsibilities for Fresh Return Initiative

Taskers	Responsibilities	Remarks
GSA	Recycle and Trash Bins	Contact Del-Sur Daily/404-562-4328
FESS Team	Check Surplus Property/ PPE/Recycle Bins areas daily, once in the morning and once in the afternoon	POC are listed in the chart below.
Mailroom	EPA Recycle Bins/Replace PPE Supplies as needed/assist with moving Surplus Property /Moving Crates	Contact Patrice Williams-404-562-8267

FESS Fresh Return Initiative Monitoring Roster Dates

Donald O. Fortson 404-562-8846	William McBride 404-562-8378	Warren Greene/Greg Adams 404-562-9048 (Warren) 404-562-9158 (Greg)	Phyllis Graham 404-562-8156	Patrice William 404-562-8267
March 28, 2022	March 29, 2022	April 6, 2022	April 7, 2022	April 1, 2022
April 4, 2022	April 5, 2022	April 13, 2022	April 14, 2022	April 8, 2022 Greg and Ms. Brenda will replace Patrice/She will on leave
April 11, 2022	April 12, 2022	April 20, 2022	April 21, 2022	April 15, 2022
April 18, 2022	April 18, 2022	April 27, 2022	April 28, 2022	April 22, 2022

Division's/Office's Point of Contacts for Fresh Return Initiative

Name	Division/ Office
Caroline Freeman/Anthony Toney	ARD
Larry Lambert	ECAD
Mike Dapkus	MSD
Connie Barfield	ORA
Amber Davis	SEMD
Denise Diaz and Tracy Shellhorse	WD